



## St. Stephen City Council Agenda – May 1, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of April Council Meeting & April 17, 2019 Special Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Derek Scott: 1/2 Street Rear Access to Garage

Kris O'Brien: Community Ed

St. Stephen Fire & Rescue

Emergency Management

6th Ave NE Siren Pole Damage

Reports

Road & Bridge

Planning Commission

Sheriff's Report

2 6th Avenue SE  
St. Stephen, MN  
56375  
320-251-0964

### City Officials

Jeff Blenkush  
Mayor

Gene Skaj  
Council Member

Danita Traut  
Council Member

Steve Trobec  
Council Member

Tom Vouk  
Council Member

Dolores Supan  
Treasurer

Cris Draais  
City Clerk  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

Website:  
[cityofststephen.com](http://cityofststephen.com)

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**Health Committee**

Nuisance Ordinance Language Update

**Unfinished Business**

12th Ave NE Right of Way Acquisition

**New Business**

Stearns County GIS Portal Account Set Up: Designate amount to put in City account

Liquor License Renewals: July 1, 2019-June 30, 2020

Garbage Quote

**Miscellaneous Announcements**

Newsleaders Publication for 2019: May 3, 17 & 31, June 14 & 28, July 12 & 26,

Aug 9 & 23, Sept 6 & 20, Oct 4 & 18, Nov 1, 15 & 29 and Dec 13 & 27

**Meeting Adjourned**

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*



MINUTES  
ST. STEPHEN CITY COUNCIL  
MAY 1, 2019

CALL TO ORDER: 6:30 P.M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Jeff Blenkush – Mayor, Gene Skaj, Danita Traut, Steve Trobec and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the May meeting was reviewed. Under Petitions: Add Dave Trobec: ½ St Closure, Friday, June 8, 2019. Under Unfinished Business: Add Park Maintenance Update. Under New Business: Delete Garbage Quote. Gene Skaj made a motion to approve the agenda with the changes. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE APRIL COUNCIL & APRIL 17<sup>TH</sup> SPECIAL MEETING: The minutes of the April Council Meeting were reviewed. Council Member Traut asked for clarification of the information in the Treasurer's Report portion of the minutes in comparison to the Cash Control Statement that the Council receives. For example, the Total Receipts amount listed matches the Receipts column on the Cash Control Statement. The amount listed under Total Disbursed does not match the Claims List for Approval submitted to the Council. The Clerk stated that Claims are presented & approved to date. Afterwards, additional Claims that are received are paid. The Claims are standard Claims. A Claim needing to be reviewed by the Council would be held for the following month. A Disbursements Report can be generated after all Claims have been paid for the Council's review. Gene Skaj made a motion to approve the minutes. Tom Vouk seconded the motion. Motion carried. The minutes of the April 17<sup>th</sup> Special Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Steve Trobec seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Claims include a plowing payroll for Rodger Bellinger. Claim #16025 to Joe's Countryside Excavating for pothole repair should read 6<sup>th</sup> Ave SE vs Se. The total to date is \$31,896.92. Council Member Traut asked about the payment to Northland Trust Services Inc. and if more could be paid to lower the balance. The City Clerk will contact Northland Trust regarding early payoff. Council Member Vouk asked Attorney Chris Nelson about the Claims. Attorney Nelson stated that the City authorized payment when the City entered a contract with the company for services. A Disbursements Report was discussed again. The Council would like one prepared to show additional Claims paid after the Council Meeting. Gene Skaj made a motion to approve the Claims to date. Steve Trobec seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipts for the month total: \$2,066.77. Steve Trobec made a motion to approve the Receipts Register. Gene Skaj seconded the motion. Motion carried.

TREASURER'S REPORT: For the Period: 4/1/2019-4/30/2019

Beginning Balance	
Total Receipts	
Total Disbursed	
Ending Balance	
Less Deposits in Transit	
Plus Outstanding Checks	
<b>Total Per Bank Statement</b>	

The Treasurer provided the Council with a Schedule 8 – Investment Activity with Accrued Interest Report. No Cash Control Statement is available due to the May meeting occurring on May 1, 2019. Gene Skaj made a motion to approve the Treasurer's Report as presented. Steve Trobec seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: **Derek Scott: ½ Street Rear Access to Garage:** Derek stated that he is getting water in his basement from ½ Street and would like to discuss a drainage improvement strategy with the Council and City Engineer. The Council has discussed drainage in this area previously. Derek proposed to the Council improving the grading through work he would do after approval by the Council. To begin, it was agreed that Derek would draw his proposal with description, submit it to the City Clerk and it will be forwarded to the City Engineer and Attorney. **Kris O'Brien: Community Ed:** Kris, Community Ed Coordinator, spoke with the Council about the Summer Community Ed program. In 2018, 160 children participated in T-ball and Blast Ball in St. Stephen. In 2019 there will be camps of Soccer, Flag Football and Sports & Games Sampler. In the past, the City has contributed \$1,000 to the summer program. Kris requested the donation be increased to \$2,000. Increased participation means increased staff and wages have increased over the years. Discussion took place regarding increasing the donation. Tom Vouk made a motion to make a \$2,000 donation to the Summer Community Ed program. Gene Skaj seconded the motion. Motion carried. **Dave Trobec: ½ St Closure, Friday, June 7, 2019:** Dave Trobec wasn't in attendance due to traveling from the Cities. Dave was going to request closing ½ St for the Chicken Fry on Friday, June 7, 2019. Lieutenant Kellan Hemmesch was contacted regarding the request. Mayor Blenkush read Lieutenant Hemmesch's reply that the closure is fine as long as access is still available for the residents along ½ Street and those living in the apartment building. Tom Vouk made a motion to approve the closure of ½ Street for June 7, 2019. Gene Skaj seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Draais reported that there were 6 calls in April for a total of 35 calls in 2019. The May training will be SCBA use as chimney fire training was done in April. Peter Schumer has 1 year on the Fire Department. He has completed all of his training. Ralph Barhorst has 46 years on the Fire Department. Al Vouk has 47 years on the Fire Department. Researching replacing the tank on the tanker (Unit 8) is still taking place. The Fire Department needs to find out if bids need to be collected.

Relief Association: 287 attended the breakfast on Palm Sunday. A cash raffle was held on Friday, April 26<sup>th</sup>. The accountant is currently working on the Relief Association's annual audit.

Discussion took place regarding the 2 new fire fighters. Their training (coursework) has been pushed to September by the Technical College. The new fire fighters are showing up for calls and attending training.

EMERGENCY MANAGEMENT: The sirens worked on the 1<sup>st</sup> Wednesday of the month. Mayor Blenkush shared a report from Paul Ritter that the 6<sup>th</sup> Ave NE siren pole has been damaged by woodpeckers. A quote for replacement was prepared by Frontline of Monticello. A wood pole would cost \$7,240.00. A steel pole would cost \$17,785.00. Discussion took place regarding checking with Stearns Electric for an idea regarding replacing the pole. Discussion also took place regarding checking with Garrett Hanson if the pole is an insurable item.

Mayor Blenkush will forward the information to Garrett Hanson to check on coverage, possible property in the open.

#### REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan reported that a stop sign at 6<sup>th</sup> Ave SE and 4<sup>th</sup> St NE needs to be replaced as it's only metal right now. Discussion took place regarding the retroreflective federal guidelines. It currently isn't required but at one time the Council had discussed doing portions of the City at a time to spread out the cost of the project. The Clerk will contact All State Sign Co out of Cold Spring for a stop sign. The painting of the curbs at the intersection of CSAH 2 and CSAH 5 was also discussed. The City was told that when the Church area was painted initially by the County that afterwards it would need to be maintained by the City. City Engineer Randy Sabart said he would contact Stearns County regarding painting along the county roads. The Smoley Addition project (5 ½ St NE reversed speed bump) was discussed. Custom Surfacing wants to do private work before the City's project. The project may be done in June or July once school has dismissed. Jerome stated that he will monitor roads to blade. Joe Paggen will clean up the Smoley Field driveway. It was reported that the netting put down along the Czech property was rolled up by the property owner and placed by a tree. Joe Paggen will seed the area again. A postcard received from Bertram Asphalt was discussed. The Council may request a quote from Bertram to check their pricing. Discussion took place about hiring Bertram for a small project to check on their performance.
- 2. Planning Commission:** Chair Dan Schultz reported that there was no April meeting. There will be a May meeting as there is at least 1 agenda item. Bill Werlinger's property is for sale and has a potential buyer. City Engineer Sabart stated that the gravel pad was never permanently seeded around.

SHERIFF'S REPORT: The report hasn't been received. Lieutenant Hemmesch addressed the closure of ½ Street in his email, the monitoring of dogs in the Smoley ball fields and coverage of the race course for the Apple Duathlon.

HEALTH COMMITTEE: Nuisance Ordinance Language Update: Attorney Chris Nelson discussed that the ordinance language. "Stuff" in a yard is covered by the ordinance but the building itself is not covered by the ordinance. The Council discussed residents being sent letters on a case by case basis.

UNFINISHED BUSINESS: 12<sup>th</sup> Ave NE Right of Way Acquisition: 12<sup>th</sup> Ave NE is scheduled to be improved by the East Crest Development developers as part of the Developer's Agreement between the City and Polar Land Co., LLC. Attorney Chris Nelson shared that 12<sup>th</sup> Ave NE residents were met with. Attorney Nelson presented a resolution to the Council to accept. The City has repaired and maintained 12<sup>th</sup> Ave NE for more than six years. As such it is deemed dedicated to the City. The City needs to acquire the necessary 66-foot right of way for improvement of 12<sup>th</sup> Ave NE. As such, the City intends to offer to acquire the property for the right of way for 12<sup>th</sup> Ave NE in fee from the 3 landowners for the price determined in the appraisal by Nagell Appraisal, Inc. Passage of the resolution authorizes the City Attorney to negotiate purchase agreements with the 3 landowners. Gene Skaj made a motion to accept **RESOLUTION 050119: A RESOLUTION AUTHORIZING THE CITY ATTORNEY TO NEGOTIATE PURCHASE AGREEMENTS TO ACQUIRE THE NECESSARY LAND FOR THE IMPROVEMENT OF 12<sup>TH</sup> AVENUE NE.** Steve Trobec seconded the motion. Motion carried.

**Park Maintenance Update:** The Clerk received a quote to move the warming shed of \$1,550.00 from Joe Paggen. The quote includes landscape & cement prep: gravel, skidloader, remove top soil, concrete, pick up & deliver 9x12 shed and install on cement. The Council asked about the condition of the warming shed. No one has checked the condition of it. The Clerk received a quote from Bob Hlebain for sand to be added to the Hlebain Park

at \$120.00 per load with 3 loads needed. If a bobcat is needed, it would be \$100.00 per hour. Discussion took place regarding others being able to help spread the sand. No further discussion took place.

**NEW BUSINESS: Stearns County GIS Portal Account Set Up:** City Engineer Randy Sabart explained that this is something other cities have set up through the County. It allows City staff and the City Engineer's office to obtain documents by doing the work online. Time and money are saved by doing the work online vs having someone go to the Recorder's Office to look for documents such as easements and deeds. The City Attorney could access it also. Gene Skaj made a motion to put \$100 into the City's GIS Portal Account from the General Fund. Tom Vouk seconded the motion. Motion carried.

**Liquor License Renewals: July 1, 2019-June 30, 2020:** It is time for all 3 bars to renew their liquor licenses. The applications were reviewed by the Sheriff's Department. Compliance failures noted on the back are old and took place before the Council added the violation process into the ordinance. Danita Traut made a motion to approve the liquor licenses for Howie's Corner Bar, The Rusty Nail and Trobec's Bar for July 1, 2019-June 30, 2020. Gene Skaj seconded the motion. Motion carried.

**MISCELLANEOUS ANNOUNCEMENTS:** The 2019 Newsleader publication dates were listed on the agenda.

Tree planting by the Sportsmen's Club was discussed.


Council Member Traut shared information from the Easter Egg Hunt. 52 children from ages 0-3 attended. 73 children from ages 4-7 attended and 24 children from ages 8+ attended. The St. Stephen Lions Club provided prizes to give away. The youngest age group winner received a wagon with toys. The 2 older age groups had names drawn for a bike. It took approximately 40 minutes to put the eggs around on the ball field and only 3 minutes to pick them up!

Additional items discussed: dogs in the ball field fences and not being cleaned up after, dogs not on leashes, the plow truck needing to be cleaned and reimbursement for the use of a pump when winter water was removed in the Smoley Addition.

**ADJOURNMENT:** There being no further business, Gene Skaj made a motion to adjourn. Jeff Blenkush seconded the motion. Motion carried.

TIME: 8:03 PM

Respectfully submitted,

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

**RESOLUTION 050119**

**A RESOLUTION AUTHORIZING THE CITY ATTORNEY TO NEGOTIATE  
PURCHASE AGREEMENTS TO ACQUIRE THE NECESSARY LAND FOR THE  
IMPROVEMENT OF 12<sup>TH</sup> AVENUE NE**

**WHEREAS**, the City of St. Stephen has continuously repaired and maintained 12<sup>th</sup> Avenue NE as a public highway for a period of greater than six years;

**WHEREAS**, 12<sup>th</sup> Avenue NE is deemed dedicated to the City of St. Stephen to the width of the actual use pursuant to Minn. Stat. § 160.05, Subd. 1 because of the City's long-term repair and maintenance of the roadway;

**WHEREAS**, 12<sup>th</sup> Avenue NE will be improved as part of the East Crest development in accordance with the Developer's Agreement between the City of St. Stephen and Polar Land Co., LLC;

**WHEREAS**, the City of St. Stephen must acquire the necessary 66-foot right-of-way for the improvement of 12<sup>th</sup> Avenue NE;

**WHEREAS**, the City of St. Stephen has engaged three property owners regarding the acquisition of the necessary right-of-way for the improvement of 12<sup>th</sup> Avenue NE;

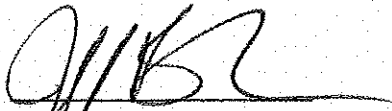
**WHEREAS**, the City of St. Stephen has obtained appraisals for each of the three affected properties from Nagell Appraisal, Inc., and provided copies of the appraisals to the affected landowners;

**WHEREAS**, the City of St. Stephen intends to offer to acquire the property for the right-of-way for 12<sup>th</sup> Avenue NE in fee from the three landowners for the price determined in the applicable appraisals;

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

1. The City Council authorizes the City Attorney to negotiate purchase agreements with Joseph and Mary Thomalla, Donald and Karen Supan, and Brian J. Jemming as trustee for Brian J. Jemming Revocable Trust, in accordance with the appraised value, with other terms as are customary or required by law.
2. The City Council authorizes the City Attorney to incur any necessary costs to verify title for the properties being acquired.

Passed by the City Council of St. Stephen, Minnesota this 1<sup>st</sup> day of May, 2019.



Jeff Blenkush, Mayor

Attested:



Cris Drais, City Clerk